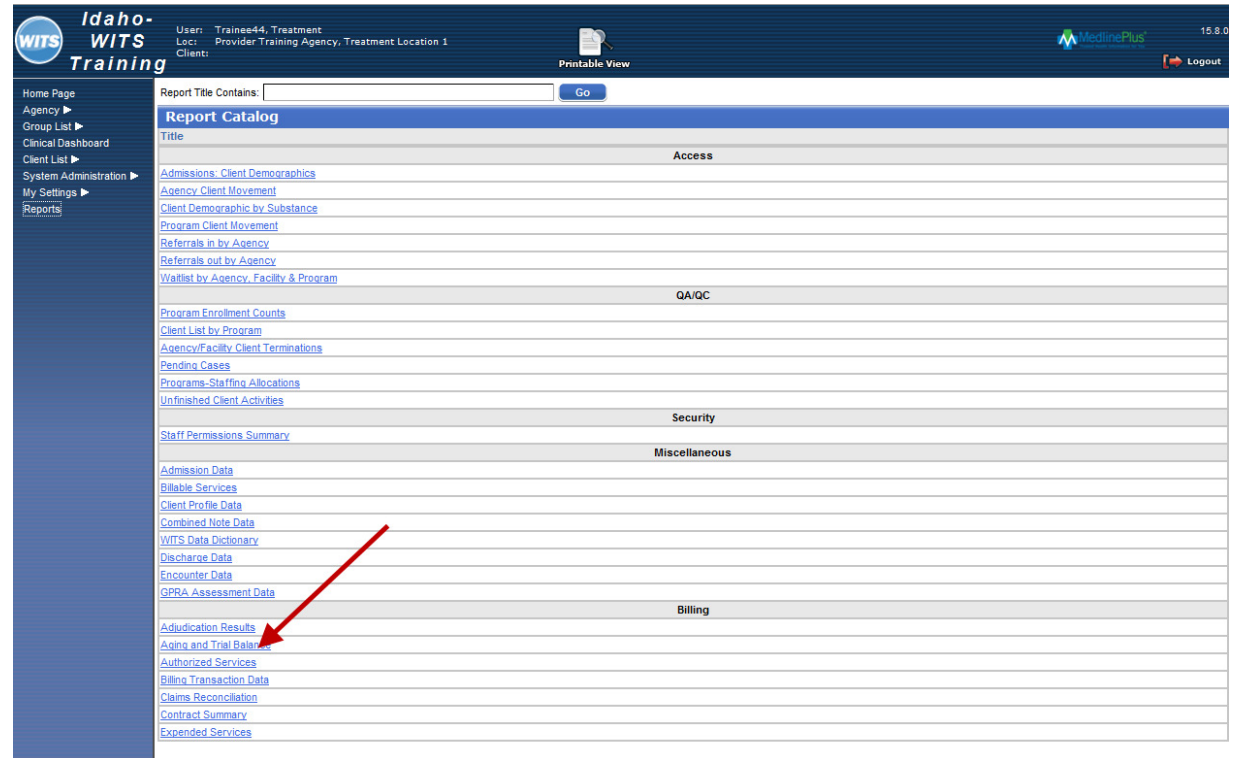# Aging & Trial Balance Report

Identifies delinquent invoices and situational details for the delinquencies over a specific time frame. The report displays all Encounter Notes that have been Released to Billing (claim items) along with the age of the claim. The claim items may have a status of Released, Awaiting Review, Hold, or Batched

1. **Getting here:** Login, on the Navigation Pane (left menu) select **Reports** and select **Aging and Trial Balance**.

2. Select the **Date Range** if applicable.

Note: Leaving the Dates blank will display all encounters with a status of Released to Billing (claim items).

3. Select **On Screen** or **Export**.

06/30/2014

4. The report will display on the screen or will generate an Excel spreadsheet.

Idaho-WITS Training											
User: Trainee44, Treatment Loc: Provider Training Agency, Treatment Location 1 Client:			Printable View		④			MedlinePlus		15.8.0 Logout	

Export Finish

Aging and Trial Balance

Purpose: This report serves as both an Aging and Trial Balance report. The Aging portion quickly identifies the most delinquent invoices. The Trial Balance portion provides situational detail to support the Aging portion.

Report Criteria
Agency: Provider Training Agency

Charge Posted	Charge Cost Center	Client	Enc #	Start Date	0-30	31-60	61-90	91+	Charges	Payments	Adjustments
4/16/2013		Client, First	1349	4/12/2013				$0.00	$45.00	$45.00	$0.00
4/16/2013		Client, First	1353	4/16/2013				$0.00	$45.00	$45.00	$0.00
6/5/2013		Test, Jessica	1459	6/5/2013				$67.56	$67.56	$0.00	$0.00
6/11/2013		Test, Jessica	1482	6/11/2013				$45.04	$45.04	$0.00	$0.00
8/9/2013		Zebra, Zelda	1942	8/3/2013				$16.65	$16.65	$0.00	$0.00
8/9/2013		Zebra, Zelda	1943	8/1/2013				$13.50	$13.50	$0.00	$0.00
8/13/2013		Zebra, Zelda	1955	8/13/2013				$16.56	$16.56	$0.00	$0.00
8/13/2013		Zebra, Zelda	1956	8/12/2013				$56.80	$56.80	$0.00	$0.00
8/13/2013		Zebra, Zelda	1940	8/1/2013				$24.84	$24.84	$0.00	$0.00
8/13/2013		Zebra, Zelda	1941	8/3/2013				$49.60	$49.60	$0.00	$0.00
8/13/2013		Zebra, Daisy	1957	8/5/2013				$0.00	$24.84	$24.84	$0.00
8/13/2013		Zebra, Daisy	1958	8/7/2013				$49.60	$49.60	$0.00	$0.00

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Reports

Aging and Trial Balance Report Definitions

Note: This report will display all claim items with all statuses (Awaiting Review, Batched, Hold, Released).

Field	Definition
Charge Posted	Date the Encounter Note was Released To Billing.
Charge Cost Center	This field is not used by Idaho.
Client Name	Name of the Individual client.
Enc #	The Encounter Note ID number.
Start Date	Date the service was provided (Encounter Start Date).
0-30	Total amount billed for a service that has not been paid between 0 and 30 days after the Charge Posted Date.
31-60	Total amount billed for a service that has not been paid between 31 and 60 days after the Charge Posted Date.
61-90	Total amount billed for a service that has not been paid between 61 and 90 days after the Charge Posted Date.
91+	Total amount billed for a service that has not been paid 91 or more days after the Charge Posted Date.
Charges	Total amount billed for the service. On the Claim Item view the service fee total (billing units times rate/unit).
Payments	Amount paid by the Contractor.
Adjustments	Amount that is NOT paid by the Contractor (denied or pended claims).